



ARIZONA STATE
 LIBRARY, ARCHIVES AND PUBLIC RECORDS
 A DIVISION OF THE ARIZONA SECRETARY OF STATE



General Records Retention Schedule issued to All Public Bodies **Schedule Number: GS 1028**
Environmental Quality, Health, Management and Sustainability Records

Authority:

Pursuant to ARS §41-151.12, the retention periods listed herein are the **required** amount of time records must be kept. Records must be promptly and orderly disposed of at the end of their retention period. Keeping records for a time period other than their approved retention period is illegal. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency.

Only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule, contact the Records Management Center to request a change to the retention period.

Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value:

Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition:

This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format:

Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies:

Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedece:

This schedule supersedes #000-12-19, signed March 08, 2012.

Approval Authorized by:		Date:	
Joan Clark, State Librarian and Director, Library, Archives & Public Records <i>Joan Clark</i>		10/21/2015	
Archival review and approval by:		Date:	
Melanie Sturgeon <i>Melanie Sturgeon</i>		10/21/2015	
Retention review and approval by:			
<i>Jerry Lucente</i>			
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management			

RECORDS MANAGEMENT CENTER

**General Records Retention Schedule for
All Public Bodies
Environmental Quality, Health, Management and Sustainability Records
GS 1028**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	<p>Asbestos Inspection and Abatement Records Including, but not limited to, records on remodeling and demolition of buildings where asbestos is located, sampling forms and sampling lab results; asbestos inspection surveys; asbestos training certifications for contractors and consultants.</p> <p>May include waste shipment records.</p>	50	<p>After calendar year building sold, transferred or demolished, or after lease expired, cancelled or revoked.</p> <p>29 CFR 1926.1101.</p> <p>Records of employee exposure or potential exposure to asbestos should be sent to Human Resources for retention with Employee Medical and Exposure Records.</p>
2.	<p>Community Environmental Awareness Education and Outreach Campaign Program Records Including, but not limited to, contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges, and rebate programs.</p>	-	After administrative value has been served.
3.	<p>Energy Consumption and Savings Records Including, but not limited to, monthly energy, gas, and water consumption as indicated on utility bills.</p>	-	After administrative value has been served.
4.	<p>Environmental Complaint Records</p>	3	After resolved.

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5.	<p>Environmental Code Enforcement – Adopt A Street Program Records Records on groups and individuals who “adopt” City-maintained roads, providing litter pick-up and removal as volunteers.</p> <p>a. Volunteer Forms and Master Database of Current Volunteers</p> <p>b. Liability Waivers For Volunteers</p>	- 6	<p>After administrative value has been served.</p> <p>After created or received.</p>
6.	<p>Environmental Code Enforcement Case Records</p> <p>a. Notices of Violation and Related Records For noncompliance with City codes regarding litter, junked or abandoned vehicles on public property, and Safe Sidewalk Ordinance. Includes photographs, notices, and correspondence with Attorney’s Office regarding noncompliance.</p> <p>b. Tracking database Tracks noncompliance cases by address and date.</p>	6 -	<p>After created or received.</p> <p>After administrative value has been served.</p>
7.	<p>Environmental Code Enforcement – Vehicle Removal Records Records relating to towing of junked or abandoned vehicles off private property. Including, but not limited to, reference copies of invoices, copies of vehicle titles, tow requests (used when no vehicle title is available), and tow</p>	6	After created or received.

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	forms.		
8.	Environmental Site Assessment and Remediation Records Includes Request for Proposal (RFP), Request for Quote (RFQ), task orders, correspondence, Phase I, Phase II, and Phase III records.	50	After building or property sold, transferred or demolished; or after final decision not to acquire made; or after lease expired, cancelled or revoked.
9.	Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections	-	After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked.
10	Hazardous Products Center (HPC) Facility Operations Records		
	a. Billing Records Quarterly billing of customers for a portion of disposal, operations, and administrative costs based on daily statistics records.	3	After fiscal year created or received.
	b. Daily Statistics Information on the number of customers compiled for quarterly billing purposes.	3	After created or received.
	c. Hazardous Waste Manifests Indicates pickup of waste by contractor and delivery to designated destination. Includes inventory, weight information, and container types.	30	After created or received.

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	<p>d. Operating Records Includes description and quantity of each hazardous waste received; method(s) and date(s) of treatment, storage or disposal; location of each hazardous waste within the facility, and the quantity at each location.</p>	-	<p>After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked.</p> <p>40 CFR 264.73.</p>
	<p>e. Scales Calibration Calibration conducted by a contractor. This information is used for billing purposes.</p>	-	<p>After equipment sold, transferred or no longer in use.</p>
	<p>f. Waste Determination Records Includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control records.</p>	-	<p>After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked.</p>
	<p>g. Weight Records Information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle.</p>	-	<p>After administrative value has been served.</p>
11.	<p>Hazardous Products Center (HPC) Drop 'N Swap Records Waiver and indemnification records for customers who obtain materials from the free re-use area.</p>	6	<p>After created or received.</p>
12.	<p>Hazardous Products Center (HPC) Refrigerant Reclamation Records Records on refrigerant reclaimed from units received by the HPC.</p>	3	<p>After created.</p> <p>40 CFR 82.166(m).</p>

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13.	Hazardous Products Center (HPC) Safety Records		
	a. Hazard Communication Records Includes contingency plan, fire extinguisher safety checks, safety log book, and chemical inventory.	1	After created or received.
	b. Safety Inspection Logs Records on equipment calibrations, safety, and air quality.	-	After facility sold, transferred or demolished; or when lease expired, cancelled or revoked.
	c. Safety Training Records	5	After calendar year training received. 29 CFR 1910.120.
14.	Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records Including customer information and listing of type and quantity of hazardous waste brought to HPC by customer.	3	After created or received. 40 CFR 262.40.
15.	Hazardous Waste Manifest Records For waste generated by public body.	30	After created or received.
16.	Household Hazardous Waste (HHW) Event Records Records on events which were sponsored by the public body to collect hazardous waste.		
	a. Billing Records	3	After fiscal year created or received.
	b. Hazardous Waste Manifests	30	After created or received.

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17.	Property Maintenance Ordinance Records Records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs, and signage codes.	-	After administrative value has been served.
18	Residential Energy Efficiency Program Records Including applications which are accepted and related records, such as Applicant's Authorization, Understanding and Agreement; Application and Application Checklist; home assessment tool; Landlord Authorization Form and Work Installation Checklist; and Government Benefit Form.	6	After work completed.
19.	Sustainability Plans Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.		
	a. Routine Administration and Operations	-	After administrative value has been served.
	b. Records With Enduring Informational or Historical Value	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.

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20.	Trip / Travel / Waste Reduction Records Including, but not limited to, plans, high pollution advisory program applications, survey information, and correspondence.	2	After created or received.
21.	Underground Storage Tank (UST) Records Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of underground storage tanks (UST's).	25	After UST or LUST closed. 40 CFR 280.74. Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.
22.	Leaking Underground Storage Tank (LUST) Records Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of leaking underground storage tanks (LUST's).	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served. 40 CFR 280.74. Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.

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	<i>Inspection and Permitting Records</i>		
10217.	Citizen Complaint Records Other than for permitted establishments that do not turn into legal action.	3	After resolved.
10218.	Food Handler Training Records	3	After training received.
10219.	Legal Action Records Including, but not limited to, cease and desist orders, complaints, and stipulation orders.	10	After resolved.
10220.	Permitted Establishment Records - Inspection Records Including, but not limited to, citizen complaints, correspondence, embargo and destruction reports, food borne illness reports, incident reports, and inspection reports.	5	After calendar year created or received.
10221.	Permitted Establishment Records - Operational Permit Records Including, but not limited to, construction records, permit applications, plans, and plan reviews.	5	After establishment closed.
10222.	Public and Semi-public Swimming Pool Inspection Records – Inspection Records Including, but not limited to, citizen complaints, correspondence, incident reports, and opening and annual inspection reports.	5	After calendar year created or received.

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10223.	Public and Semi-public Swimming Pool Records – Operational Permit Records Including, but not limited to, construction records, permit applications, plans, and plan reviews.	5	After pool closed.

Supersedes schedule #000-12-19, signed March 08, 2012.